

Request for Bid Townhall Office Rehab

SCOPE: The Town of Eagle Harbor is requesting sealed bids for the Townhall office renovations located at 23308 Hawkins Dr. Aquasco, MD. 20608.

Scope includes the following: Provide all necessary labor, materials, supplies, equipment for the Townhall office renovations which includes but not limited to demolition, construction, mold remediation and renovation of approximately 960 sq ft of office and workstation space.

General Specifications

- The Town of Eagle Harbor reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if the Town believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Township.
- The Town also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the Work and to negotiate contract terms with the Successful Bidder. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, the Town reserves the right to consider the most advantageous bid thereof or to reject the bid.
- Addenda to the specifications shall be considered part of the contract documents. Bidder shall acknowledge receipt of addenda on the Bid Proposal Form. Oral and other interpretations or clarifications will be without legal effect
- By bidding, the Bidder acknowledges and will adhere to all bid specifications as stated within this bid packet.
- Bidder is required to submit three (3) references of previous projects of similar or like nature.
- Bid prices shall be firm 90 days from bid opening.
- Evaluation of Bid considers the following: price, quality, timeline, product quality and vendor's experience.
- Quantities required are substantially correct, but The Town of Eagle Harbor reserves the right to increase and/or decrease the amount of work to be done by any amount.
- Bidders should carefully examine the bid documents, specifications and other documents, visit the sites of the work, field verify quantities and fully inform themselves as to all conditions and matters which can in any way affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from specifications, or other documents, or be in doubt as to their meaning, he should at once notify The Town and obtain clarification prior to submitting a bid.

- All Bid pricing must be made on the Bid Tabulation Form All blank spaces for bid prices must be filled in with ink or typewritten, and the bid form must be fully completed and executed when submitted. Bidder shall complete every space in the bidder's initials column with either the bidder's initials to acknowledge and indicate the item is being bid exactly as specified or a notation and/or description, which can be attached, to indicate any deviation of item being bid from the specifications. Failure to submit a bid price for any subsection of a given project may result in rejection of the bid as unqualified or incomplete.
- A conditional Bid may be cause for rejection.
- Late submittals will be rejected without consideration.
- ANY ALTERATIONS, ADDITIONS OR DELETIONS, TO EITHER THE INSTRUCTIONS TO BIDDERS, OR THE PROPOSAL FORM SHALL CONSTITUTE THE BID(S) AS UNACCEPTABLE.
- Contractor will submit 5 bound copies and one electronic copy. Completed Sealed Bids, references and acknowledgement of the general specifications must be received to Attention **Mayor Noah Waters**: 23308 Hawkins Dr., Aquasco, MD 20608 no later than **October 11, 2024, at 5:00 pm**. Please mark outside of sealed bid packaging: "Townhall Office Renovations." **Electronic copies are to be sent to learner3927@yahoo.com.**
- All companies bidding on this project must include the information outlined in the BID SUBMISSION CHECKLIST, such as bonds, statement of qualifications, list of subcontractors, references, list of proposed equipment, licenses, insurance requirements, and other items requested in this bid document.
- All **email correspondence should be "Townhall Office Renovations Project"** in the subject line for proper tracking and to ensure inclusion in addenda.
- There will not be a public bid opening. Bid Tabulation Summaries may be shared with bidders after the Town has reviewed and awards the bids.

Mold Remediation:

PROJECT DESCRIPTION: This specification provides performance requirements and evaluation criteria for the removal and cleaning of various items, building components and contents that have or may have been affected by microbiological contamination (i.e., mold growth/bacterial contamination) in Townhall for the Town of Eagle Harbor located at 23308 Hawkins Dr. Aquasco, Maryland 20608.

SCOPE OF WORK The fungal and bacterial contamination is the result of water intrusion. The HVAC ducts that service the building should be cleaned and sanitized by a certified HVAC cleaning professional according to approved methods for microbial contamination. The removal and cleaning schedule is summarized below:

- Once the contents have been removed, the wall coverings on the exterior walls should be removed down to the masonry block foundation walls, i.e., remove the wood panels, furring strips, polyethylene sheeting from the walls, etc.
- If applicable add a dehumidifier to the HVAC system
- Remove the floor coverings

- Remove all ceiling tiles to access space
- All debris should be placed in polyethylene bags and sealed.
- Treat the exterior walls and floor with a biocide solution capable of killing mold and bacteria.

- All surfaces throughout including walls, floors, joists, decking, partitions, ducts, etc., should be thoroughly HEPA vacuumed to remove gross fungal particulate/contamination.

- All surfaces throughout including walls, floors, joists, decking, partitions, ducts, etc., should be scrubbed free of fungal amplification and contamination (visible and non-visible microbial contamination) using stiff nylon bristle brushes.

- If applicable, any water damaged building components that lack integrity shall be removed and replaced as necessary.

PERSONNEL PROTECTION

- The contractor shall provide workers with personally issued and marked respiratory protection equipment approved by NIOSH/MISHA.
- The contractor must provide workers with sufficient sets of protective disposable clothing consisting of full-body coveralls, head covers, gloves and boots in sizes to properly fit individual workers.

The bids will be opened at the first public meeting following the closing date.